

# teleprompt

Mac OS X User Manual Version 1.2



## **Introduction**

Teleprompt+ is a simple, yet powerful professional teleprompter application for the Macintosh, iPad, iPhone and iPod touch. Whether you are a video producer looking for an affordable, portable alternative to traditional teleprompter setups, or a public speaker looking for a powerful aid for delivering speeches, our goal is to provide you with the easiest to use and yet most effective prompting solution available on the iOS and Macintosh platforms.

In addition to basic text prompting functions, Teleprompt+ offers many advanced options and features that will enable you to custom tailor your prompting setup according to your own needs. We offer such advanced features as text mirroring (for true hardware mirror setups), dual screen prompting and wireless remote control capability.

Despite these advanced features, it is incredibly simple to get up and running with Teleprompt+. We've strived to keep Teleprompt+ as simple to use as possible, and we believe we've succeeded. Within minutes of purchase, you can be prompting with little setup or knowledge of the product. To get started quickly, we suggest you review the ***Getting Started*** section of this guide, and then dig deeper into the advanced features to find the options that meet your needs.

We are constantly looking to improve our product. If Teleprompt+ is not meeting your needs in some way, or if you have suggestions for improvement, please contact us at [support@bombingbrain.com](mailto:support@bombingbrain.com). Enjoy!

Gene Whitaker  
CEO, Bombing Brain Interactive

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
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## Getting Started

The text that you read in Teleprompt+ is referred to as a *script*. Prompting with Teleprompt+ can be as simple as following 5 basic steps:

- 1) Launch the app by double clicking the app icon in the applications folder or single click the icon in your dock.



- 2) Click the  button to add a new script (or type ⌘N). This button is located in the lower left hand corner of the list of scripts.
- 3) The **Script name** field will automatically be selected. Type a name for your script.
- 4) Click the content field, and either type in your script, copy/paste your script from another app such as Mail or Pages.
- 5) Click the **Start** Button.

Thats it! A countdown will appear, followed by the prompting screen (also referred to as **prompting mode** in this guide), where your text will begin scrolling from bottom to top of the screen using several default appearance and behavior settings that are built into Teleprompt+.

## Modes

Teleprompt+ uses two main views or *modes*. The vast majority of setup and prompting is done using these two views:

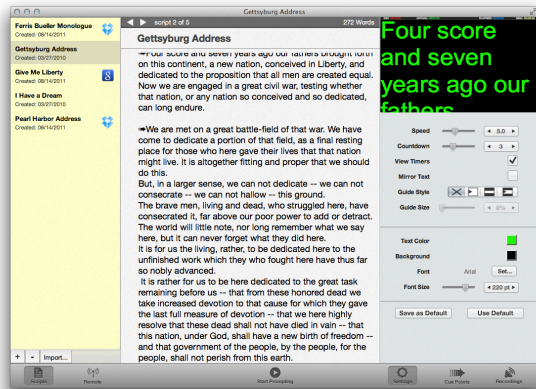
### Editing Mode

This is the view that appears when you launch Teleprompt+. Use this mode to enter your script and configure the appearance and playback settings for each individual script.

### Prompting Mode

This is the prompting or *playback* view, where Teleprompt+ actually renders your script and scrolls the text for you to read in real time.

## Editing Mode



## Prompting Mode



## Editing Mode

When you launch Teleprompt+, the app will be in *Editing Mode*. This mode is used for script editing, and also for configuring how the script will behave when prompting (settings). When the app starts up, it will always load up the text and settings for the most recent script that you were working with. If this is the first time you are using Teleprompt+, the app will present you with a blank form to enter your first script.

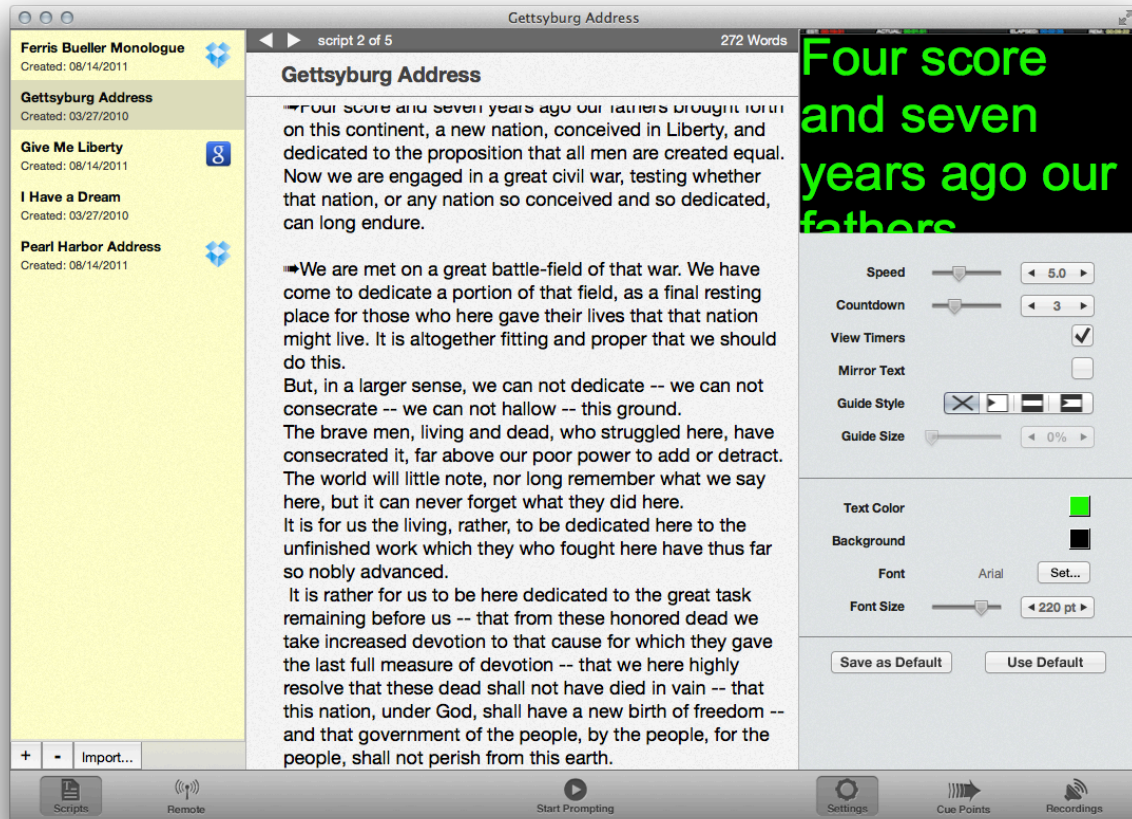
The editing mode consists of three main areas:

- *Script List* - the list of scripts stored in Teleprompt+
- *Editor* - Script entry and modification
- *Configuration* - custom playback, appearance settings, and cue points

Script List

Editor

Configuration

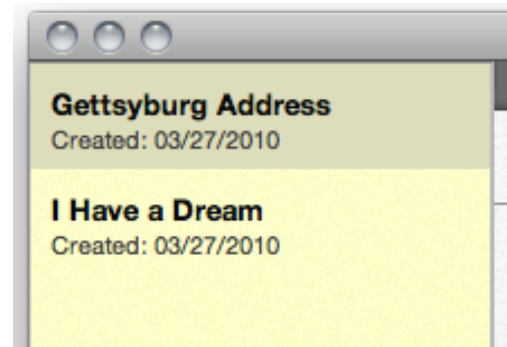


## Script List

The **script list** is a list of all the scripts that you have created and stored using Teleprompt+. You can hide and display the script list in various ways. Click the *Scripts* button in the tool bar along the bottom of the window, select *Hide/Show Scripts* in the *View* menu or simultaneously press Command-Option S.


### Selecting a script

To access a script, simply click on the script's name in the script list. The content and settings for that script will populate the *editor*.






## ***Creating a script***


To create a script, click the  button in the bottom left of the script list panel. Another way of creating a new script is to use the *New* menu option in the File Menu or simply press Command-N. When a new script is created the editor will display an empty form for you to enter your script name and content.

## ***Deleting a script***

To delete a script, select a script in the script list and click the  button at the lower left hand side, or press the delete key. You will be asked to confirm the delete. Click *Yes* and your script will be deleted.

**Note:** This action cannot be undone.

## ***Importing scripts***

To import one or more scripts from the Dropbox or Google Docs online services, click the  button at the lower left hand side of the script list (or use the *Import* option in the File Menu). See the “Importing Text” section below for more information on importing documents.

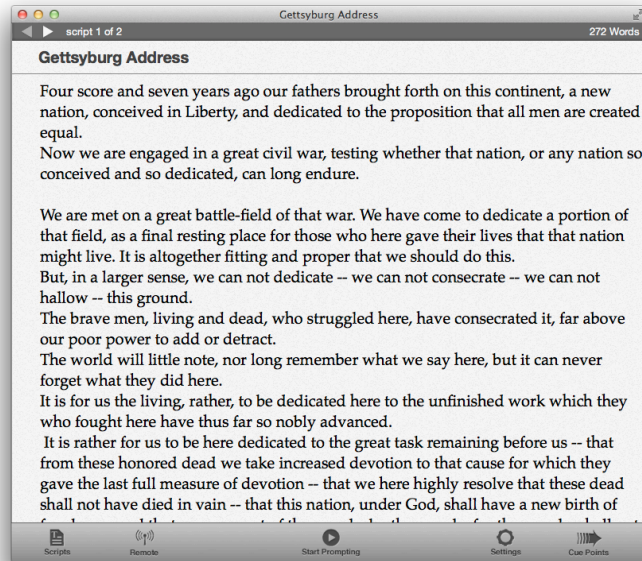
## Editor

The *editor* is where you input your script and edit it as needed. The editor contains all functions for editing and structuring your script. Text can be imported into the editor using a variety of methods. The editor is also used to position and manage *cue points* within your script. Cue points will be described below.

### Expanding the editor

Teleprompt+ was designed to help make script editing simple.

The text fields within the editor can be expanded for more viewing area by clicking the **Scripts** button in the bottom toolbar and turning off the cue points or settings panel with the buttons on the right side of the toolbar. This will increase the size of the text fields for easy reading and editing. To see the cue points or settings panels again just click the buttons in the toolbar.

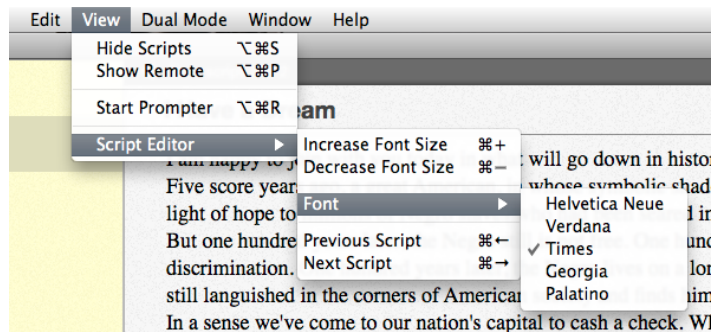


## Editor Menus and Keyboard Shortcuts

### Appearance Settings

The script editor's appearance can be customized to suit your needs. Most of these preferences can be accessed via the application menu and keyboard short cuts.

By accessing the *View* menu and navigating to the *Script Editor* sub-menu you can change the appearance of the script editor.



Note - these preferences have no effect on the appearance of text while in prompting mode (see the section on “Settings” below for information on changing the appearance of text while prompting).

**Increase/Decrease Font Size (⌘+ and ⌘-):** Use these menu options change the size of the font in the script editor area.

**Font:** This sub-menu will give you a choice of 5 pre-selected fonts for use with the script editor.

### ***Shortcuts***

The editor also provides keyboard shortcuts for easy navigation between scripts.

**Previous/Next Script (⌘→ and ⌘←):** To quickly switch between scripts, choose these menu options or use the keyboard shortcuts. This works well when you have the script list hidden but need to switch between scripts.

## Importing Text

The simplest method of text entry is direct editing. Simply click the name and content fields in the editor area and enter or modify your text using the on-screen keyboard.

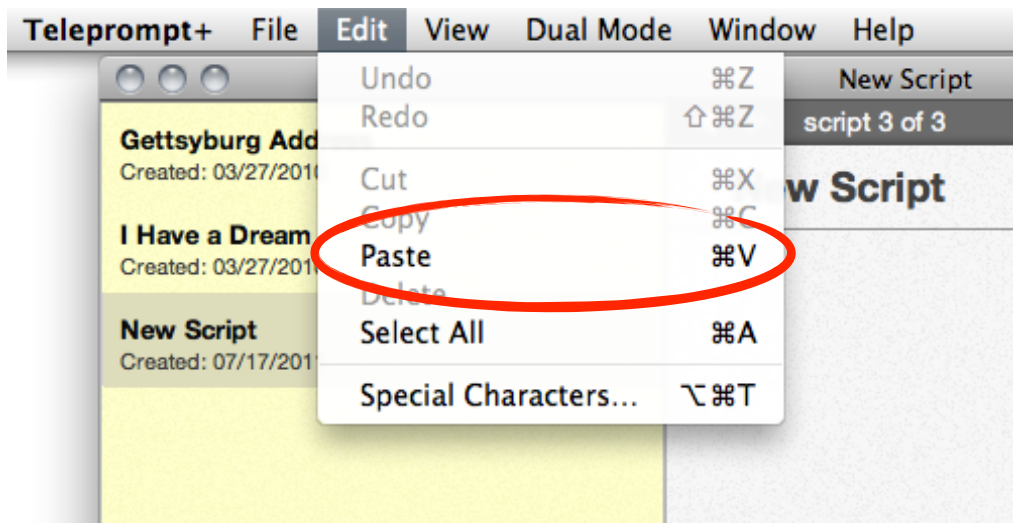
In addition to direct text editing, you can also copy and paste your script text from any other Mac application.

### Copy/Paste From Another App

This example demonstrates copy/paste from the Safari app, but the same method can be used to copy text from any other application that supports text.

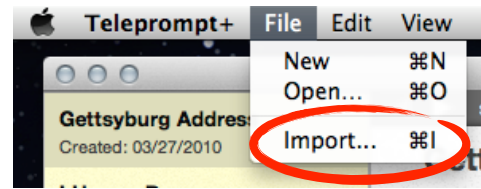
**Note:** like most teleprompters, Teleprompt+ is a text-only application. Special formatting such as bold/italic will not translate to Teleprompt+. The text will copy, but you will lose any formatting.

1. First, select and copy text from any application as normal.
2. Next create a new script in Teleprompt+ and (see *Creating a script* above). Click in the content area and either press Command-V or click the the *Edit* menu and select *Paste*. Your script text will now appear in Teleprompt+.



## File Menu

As with most other Macintosh apps, Teleprompt+ has a File menu with some of the standard options such as **Open....** When clicking on this option it opens the standard file dialog. Just find the text file you want to import, select it and click the Open button.



**Note:** The open window will only allow you to import files that have the .txt extension. Please make sure any files that end with that extension are true plain text files.

## Drag & Drop

Teleprompt+ also supports dragging and dropping of files directly into the app. To import a script with drag & drop, make sure your file is a plain text file and has the .txt extension. Drag the file to the *Script List* area and drop the file. Your script will then appear in the list and will be stored within the app. You can also drag & drop multiple files for quick imports.

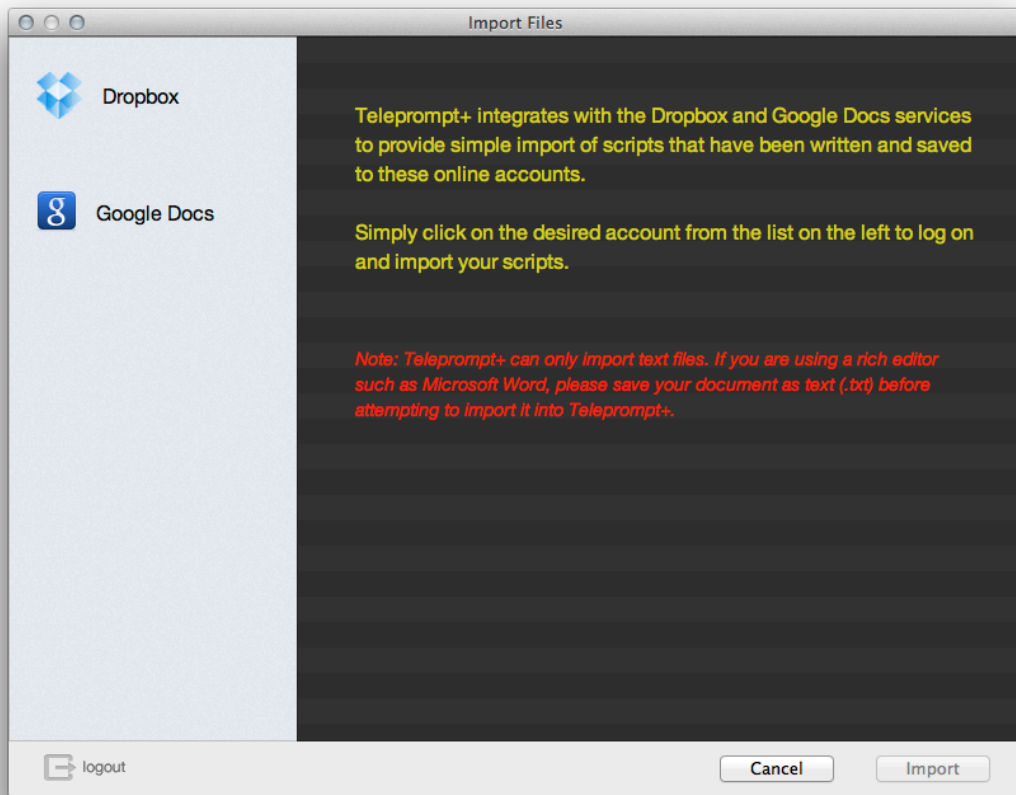
## Importing From Google Docs and Dropbox

Teleprompt+ integrates with both the Google Docs and Dropbox services to provide simple import of scripts that have been written and saved to your online Google Documents or Dropbox accounts.

**Note:** Teleprompt+ can only import text files. If you are using a rich editor such as Microsoft Word, please save your document as text (.txt) before attempting to import it into Teleprompt+.

To import from Google or Dropbox, follow these simple steps.

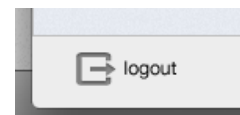
1. Click the "Import..." button in the bottom left of the script list or choose the "Import..." option from the File menu.
2. The import window will display. Click on the option for Google Docs or Dropbox from the list on the left.



3. The first time you use either of these services, they will request that you login and give approval for Teleprompt+ to access your account. If you've already logged in using Safari then it will automatically log you in and ask for approval.
4. After a successful login and approval, a list will appear showing the folders and text documents available on your account. Click one or more files to import.
5. To select multiple files hold down the Command key (⌘) and click all documents you would like to import.
6. When all files have been selected, click the Import button that is located at the bottom right of the import window.

### ***Switching Google Docs/Dropbox accounts***

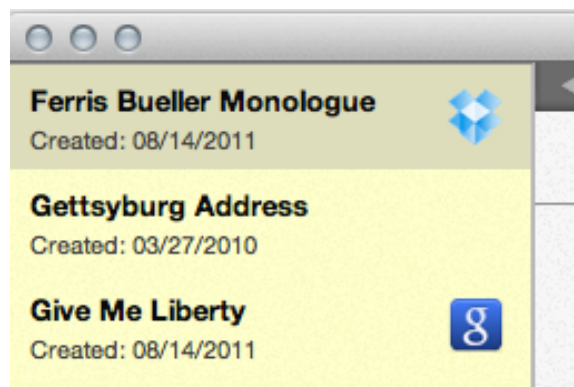
If you've already logged in to a Google Doc or Dropbox account and need to switch to a different account, simply open the import window (⌘I), click on the service you want to log out of, and click the logout button that is located at the bottom left of the window.



### ***Syncing changes between Google Docs and Dropbox***

Teleprompt+ also has the capability to save any changes you make in the script editor back to your online accounts, as well as download any updates to the script that have been made outside of Teleprompt+. This allows great flexibility in collaborating with a team to get changes to a script quickly and easily.

In the script list window any script that has been imported from Google Docs or Dropbox will display an icon of the service to the right of the script name.



To send changes to or from either Google Docs or Dropbox simply click the icon. Teleprompt+ will then determine if it needs to send changes to the service, retrieve an update from the service, or ask which version to keep if the script has changed.



## Cue Points

Teleprompt+ supports *cue points* for fast cueing inside a script. *Cue points* allow you to mark key points in the script so that you can jump quickly to those points during prompting.

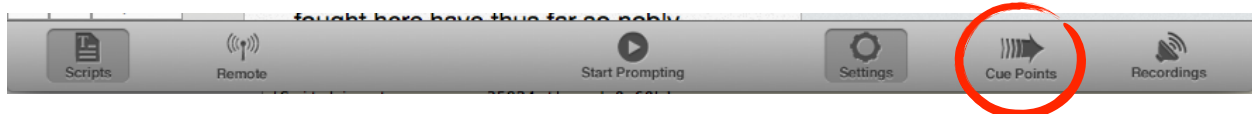
To add cue points to your script, position the cursor in the text editor where you would like to put the cue point and right-click (control-click). A context menu will appear. Click *Add Cue Point*.

Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure.

We are met on a great battlefield at war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether

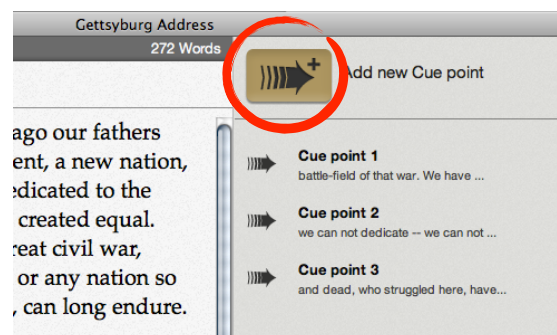
Teleprompt+ will insert a small symbol (⏮) in your script to mark the position of the cue point.

To review all of the cue points you have set within a script, click the *Cue Points* button at the bottom right of the toolbar.



A menu will appear showing a list of all of your cue points. Click on a cue point to advance the text editor to that position.

When the cue points panel is visible, you can also add cue points with a click of the button that is at the top of the cue points panel. Just place your cursor in the script where you want the place the mark and click the “Add new Cue point” button.



To remove a cue point, simply place your cursor after the cue point marker in the text editor, and hit the delete key on the keyboard.



To see cue points in action, click the start button to begin prompting. Your script will begin to scroll. To quickly jump to one of your predefined cue points while prompting, click the forward or reverse cue point buttons just below the pause button on the console.

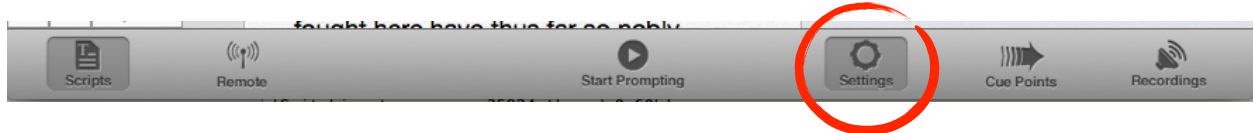


Clicking these buttons will advance the prompter to the position of the next or previous cue point. Teleprompt+ remembers the position of your cue points, but does not display their markers while in prompting mode, to reduce distraction to the reader.

## Settings

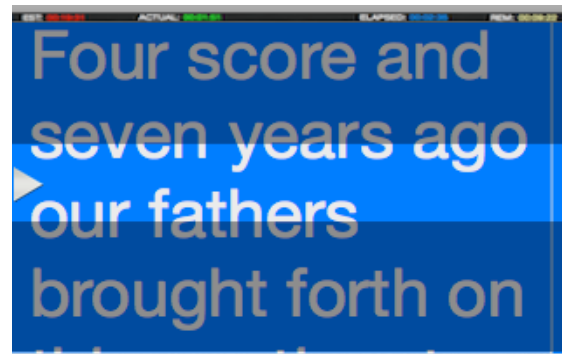
The settings view appears to the right of the editor and shows nearly all of the behavior and appearance settings for your script when in prompting mode. One nice feature of Teleprompt+ is that these settings are customized and saved per script, so you can have different settings for each script.

To display the settings panel just click on the *Settings* button in the bottom toolbar.



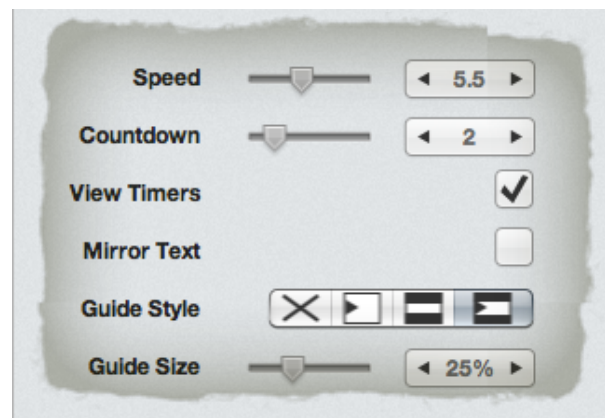
## Preview Area

At the very top of the settings panel is the preview area. This area provides a preview of what the script will look like when prompting with the current settings applied.



## Behavior Settings

Just below the preview window are the playback behavior settings. These settings determine how Teleprompt+ will present and scroll your script. Click on each setting to make a change.



**Speed**

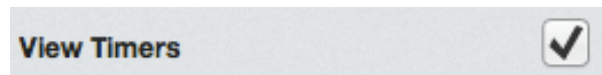
Use the *Speed* setting to adjust the starting speed of the script. Either click and drag the slider for large changes or click the arrows on either side of the button to make small adjustments.

**Countdown**

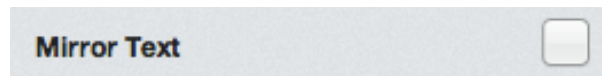
The *Countdown* setting sets a countdown that runs before your script begins. You can disable the countdown entirely by setting it to 0, or choose the length of the countdown (in seconds).

**Timers**

*View Timers* allows you to show or hide the timers that appear at the top of the screen during prompting.

**Text Mirroring**

Turn the *Mirror Text* setting on if you are mounting your Mac or external display in a true teleprompter reflector setup. Teleprompt+ will invert the text while prompting, so that text will appear correctly on the teleprompter mirror.

**Reading Guides**

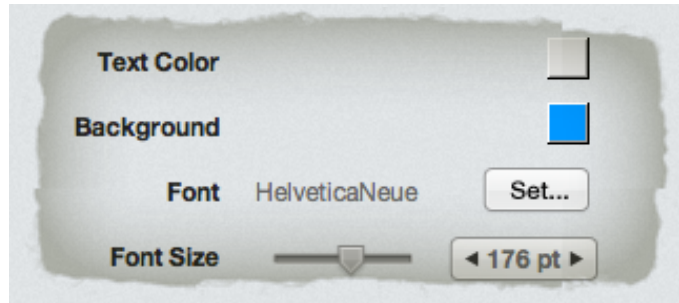
The *Guide* setting is used to configure reading guides. Reading guides appear as an arrow or highlighted area of the text on screen during prompting. Their purpose is to help the reader focus. Teleprompt+ offers arrow and shaded area guides, and these options can be combined.



Use the Guide Size option to adjust the size of the guide area.

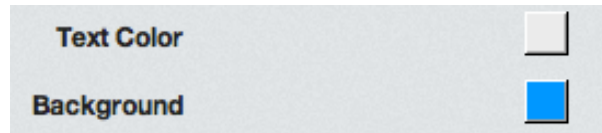
## Appearance Settings

The bottom group of settings configure the text's appearance when prompting.



### Text Color and Background

The *Text Color* and *Background* settings allow you to choose the colors that appear when prompting.





### Font

The *Font* setting will show you a visual preview of the text as it will appear during prompting. Use the controls to change the font and adjust size to your preference.



## Setting Defaults

Teleprompt+ makes it extremely easy to save your favorite custom settings as default for easy application to other scripts. To configure your default settings, simply click the **Save as Default** button  once you have chosen your preferred settings in any script.

To apply these settings to any other script, open the script by clicking on its name in the *Script List* and then click the **Use Default** button .

## Prompting Mode

Once you have a script created in Teleprompt+ and have configured the settings, click the Start button to begin prompting (or press Command-Option R). This will launch Teleprompt+ into *Prompting Mode*.



## Timers

At the top of the screen are *timers* that can help you properly time your speech or session. Teleprompt+ calculates an estimated speaking time based on the length of your script, and the playback speed selected. Running timers will show elapsed time, actual prompting time and time remaining based on the estimate. The timer bar can be turned off if you prefer (see *View Timers* above).

## Text Area

Your script will appear in the center of the prompting view and scroll automatically.

## ***Keyboard Shortcuts***

Teleprompt+ has a set of keyboard shortcuts that allow for quick adjustments during the prompting session. Use the following keystrokes to control prompting behavior:

**Play/Pause:** Space Bar  
**Slow Down:** <  
**Speed Up:** >  
**Previous Cue Point:** [  
**Next Cue Point:** ]  
**Exit Script:** ESC or X  
**Restart/Begin Script:** B  
**Decrease Font Size:** -  
**Increase Font Size:** +  
**Up Arrow:** Speed Up  
**Down Arrow:** Slow Down

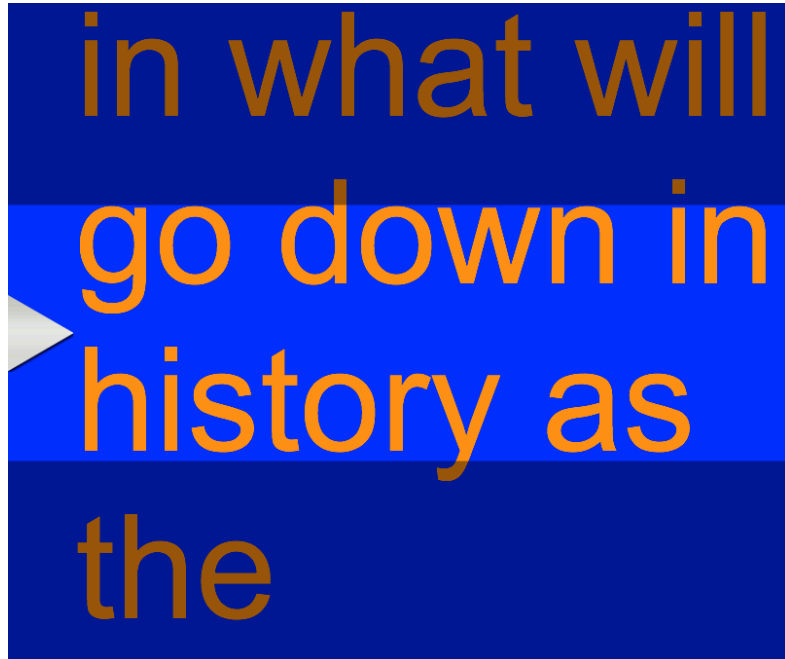
## ***Gestures and Mouse Scrolling***

Teleprompt+ recognizes *hand gestures* made directly on a trackpad:

- **Single Click:** Click once with one finger to reveal the *Console* (see below)
- **Two-Finger Swipe Up and Down:** To scroll the text forward or backward live while prompting, simply place a two fingers on the trackpad and swipe up or down to the position the text where you desire. If you do not have a trackpad then using a scroll wheel on your mouse will have the same affect.
- **Two-Finger, Double Tap:** You can pause and resume playback by tapping twice quickly (double-tapping - NOT clicking) anywhere on the text area using *two* fingers.
- **Three-Finger Swipe Left And Right:** Placing 3 fingers on the trackpad and swiping left will jump your script to the previous cue point. Swiping right with 3 fingers will advance your script to the next cue point
- **Pinch & Zoom:** Using the standard pinch and zoom gesture will slow down and speed up the script respectively.

## ***Guides***

Optional *reading guides* appear as either an arrow, highlighted area, or both in the text area if you enable them in your settings (see *Reading Guides* in the *Settings* section of this guide). The purpose of a reading guide is to highlight a *focus area* where the reader should concentrate his or her attention while reading. Here we have enabled both an arrow and highlighting guides. As you can see the reading area is identified by an arrow and highlighted area.



## Console

Click the screen once to reveal the *console*. The console appears at the bottom of the screen. It will *auto-hide* after about 5 seconds. Click the **lock** button to lock the console in place if you do not want it to auto-hide. The console contains the following *controls* that will allow you to tweak the playback of your script in real time.



## Playback Controls

Playback can be controlled by clicking the **pause/play** button to stop and resume scrolling. Your chosen **speed** is displayed to the right of the pause/play button. To quickly increase or decrease speed, click the **slower** or **faster** button. If you require more precise speed control, the **speed slider** can be used to make very fine speed or large adjustments.

The buttons just below the play/pause button are **cue point** buttons. These buttons will advance or reverse the text to specific points that you have predefined in your script. For more information about placing cue points in your script, please see *Cue Points* in the *Editor* section of this guide.

On the left side of Play/Pause button are buttons to quickly adjust the font size that is currently being displayed.

On the far left side of the console are the audio and video recording buttons. Clicking the audio button will start recording audio. Clicking the video button will display the video preview window from which you can start recording video. Please see the Audio & Video section below for more details.



## ***Reset and Exit***

When you reveal the console, two additional controls appear toward the top of the screen. On the left, a ***reset*** button allows you to restart your script from the beginning. On the right, the ***exit*** button is used to exit prompting mode.



## **Advanced Features**

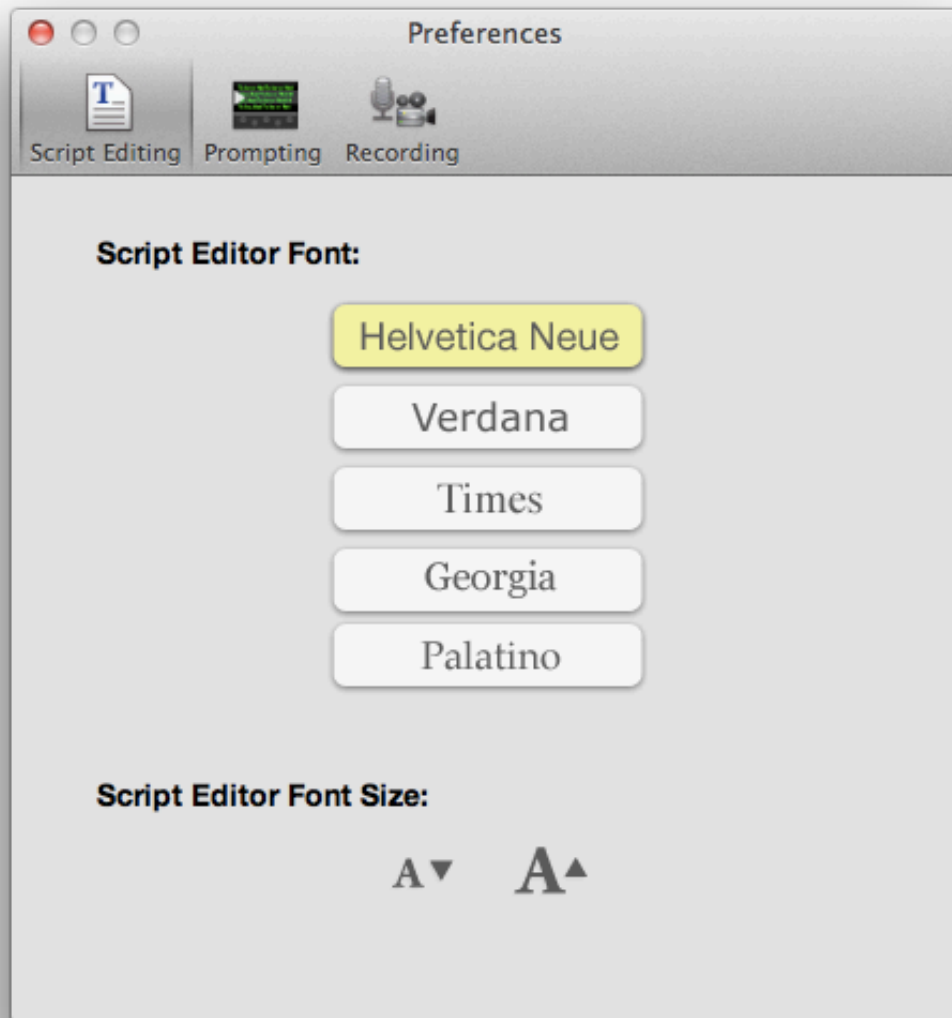
### **Preferences**

There are several application preferences that control the way Teleprompt+ appears and behaves. To access the application preferences click the **Teleprompt+** menu in the application menu and choose **Preferences...** (Command+, for the shortcut).

There are 3 preference sections: Script Editing, Prompting and Recording which pertain to different areas of the application. Simply click on an option at the top to view and configure the application to your liking.

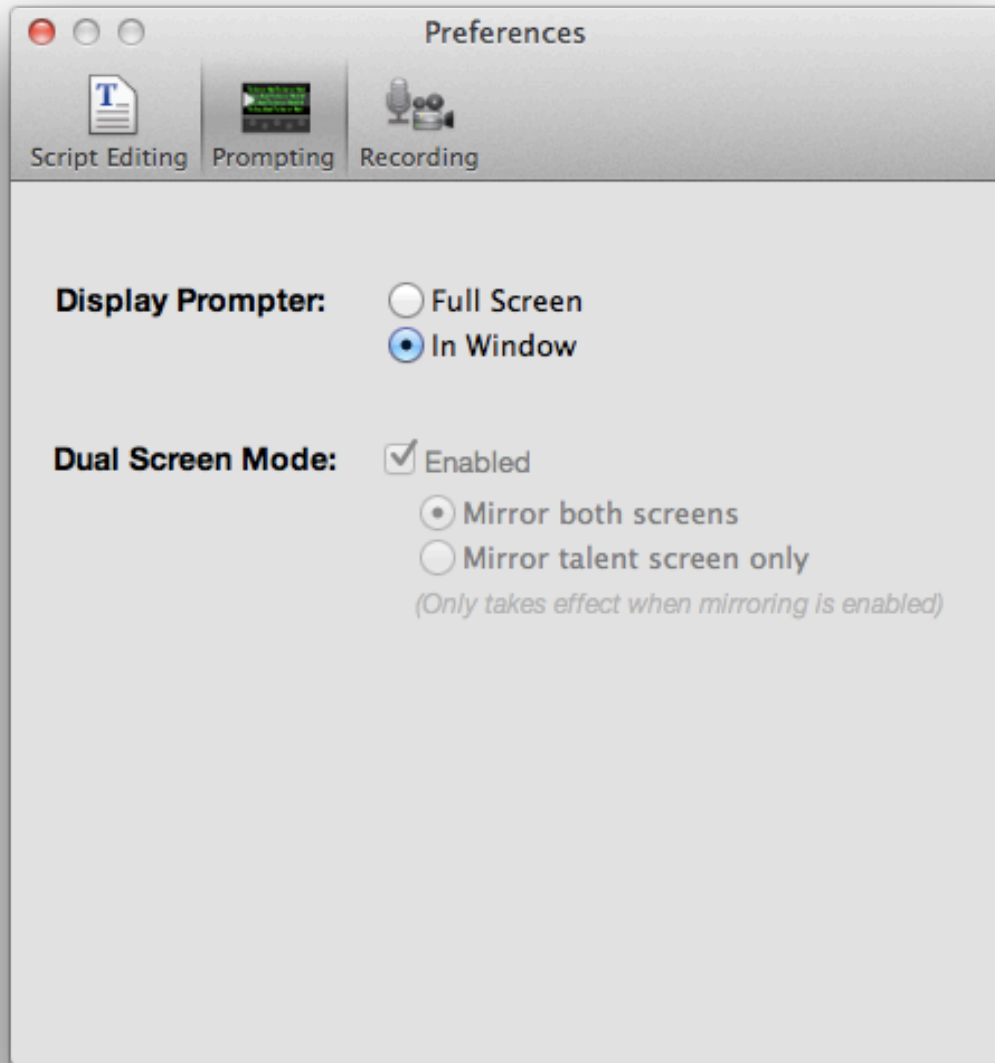
## Script Editing Preferences

The script editor is the main section of the app where you can create, modify and add cue points to your scripts. We have provided a small set of font choices that you can use to configure the appearance of the text in the editor. Click on a font to change the editor font. Click the font size up and down buttons to find the font size that works best for you.



## ***Prompting Preferences***

Teleprompt+ defaults to prompting in full screen mode, but if you would rather it display in a resizable window simply click the *In Window* option within the Preferences screen. This is useful if you have other windows you would like to see while prompting or for aligning the teleprompt view in-line with your camera.



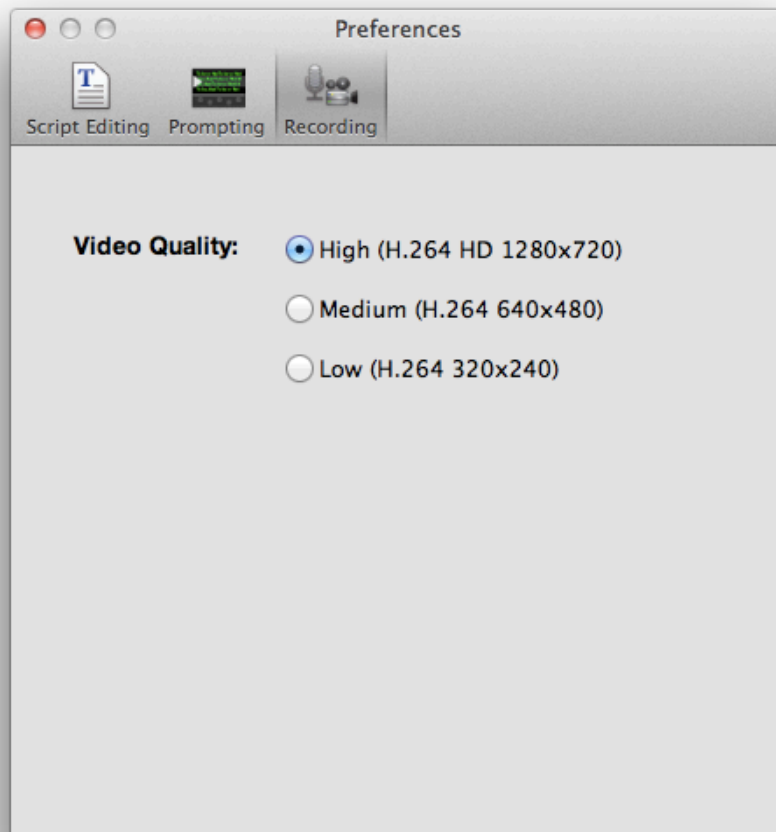
## ***Dual Screen Mode Preferences***

Dual Screen mode preferences are only enabled when a secondary monitor is detected. Here you can enable or disable dual screen mode and set how text is displayed on both monitors while prompting. Please refer to the section on *Dual Screen Mode* later in this document for more information.

*Note: All of these settings can also be quickly changed through the View → Script Editor and Dual Mode menus.*

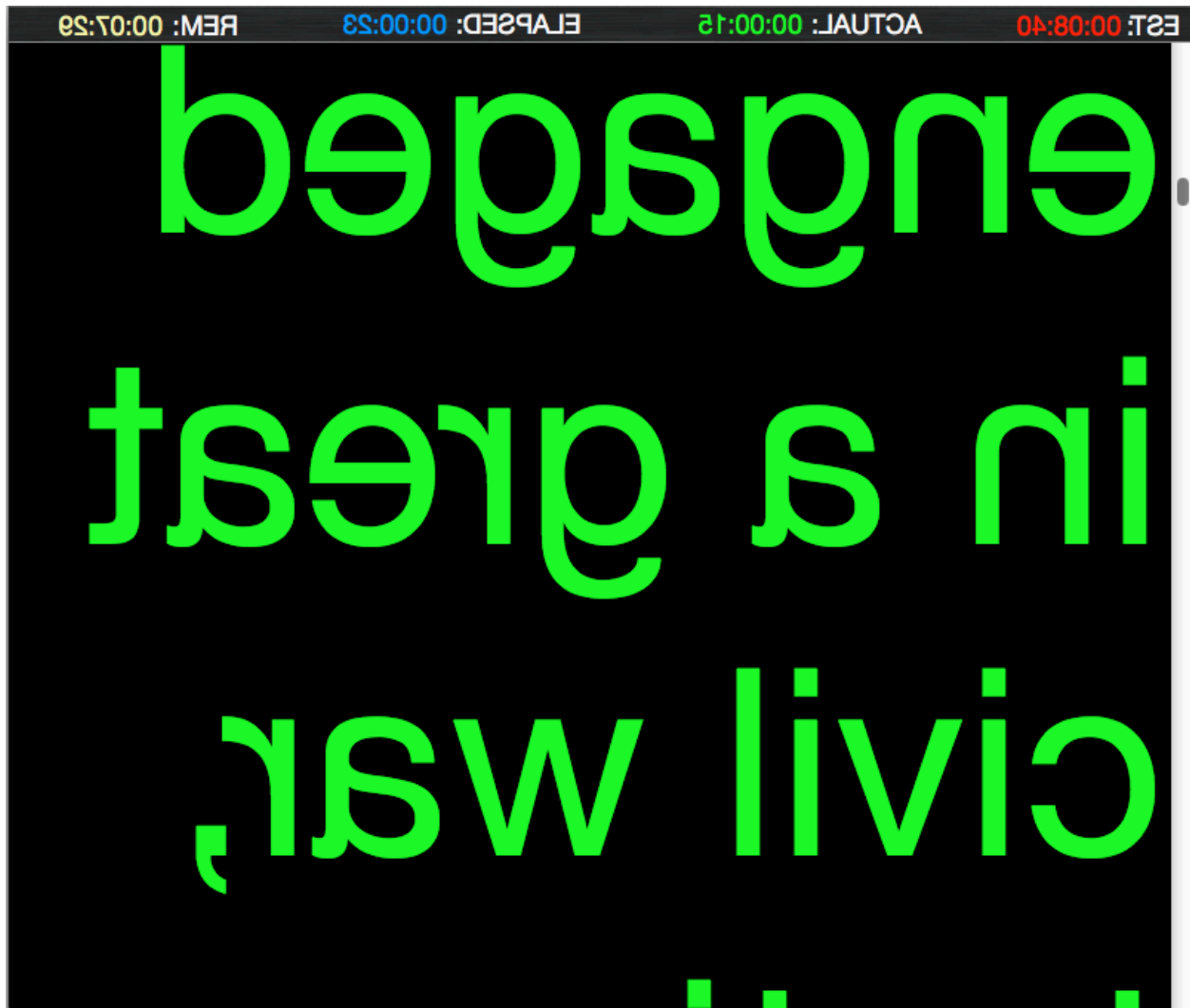
## ***Recording Preferences***

Teleprompt+ has the ability to use any digital video camera attached to your computer to record the presenter while prompting. Through the recording preferences you can set the video quality of the recording. There are 3 options from which to choose: high (HD 1280 x 720), medium (640 x 480) and low (320 x 240). From the recording preferences window you can set which quality you would like.



## Text Mirroring

Teleprompt+ supports *text mirroring* for split-glass reflector hardware that is commonly used in film and broadcasting. If you have turned on the *Mirror Text* setting for a particular script, the *text area* in prompting mode will invert the script text and the reading guides on screen. When the Mac or an external screen is placed in the camera reflector, the text will appear correctly to the reader.



## Dual Mode (Multi-Monitor Setups)

By connecting an external display or second monitor, you can use Teleprompt+ in **Dual Mode**. While prompting, the text will appear and scroll on both screens. The controls will appear only on the screen that you have designated as the main screen (control screen). The secondary screen (talent screen) is for display purposes only and there is no console visible. The main window will work as normal with all the standard controls and gestures available and can be used to remotely control the other monitor. This is ideal for professional prompting setups where there is a reader and a separate teleprompter operator.

There are 3 ways to enable dual mode:

- 1) Go to the preferences window and check *Enabled under Dual Screen Mode*.
- 2) Use the Dual Mode menu, which only appears when a secondary screen is detected, and select *Enabled*.
- 3) Press the keyboard shortcut Command-D to turn dual mode on and off.

When in dual mode the secondary screen will display a standby screen when not in prompting mode to let the talent know the operator is busy.



## ***External Display Text Mirroring in Dual Mode***

Teleprompt+ also has a unique feature when using an external display *and* text mirroring combined. You have the option of mirroring the talent screen only or both displays.

- **Mirror Both Screens** - In this mode the text will be inverted on both the monitors. Use this mode if you intend to use two reflectors for both sides, left and right, of the talent. This mode is excellent for dual reflector setups where the reader has a choice of which reflector to read.
- **External Screen Only** - In this mode, Teleprompt+ will only invert the text on the secondary (talent) monitor, while keeping the text on the main screen in a normal orientation. This is perfect for integrating Teleprompt+ with traditional split-glass setups where a monitor is placed in the reflector. In this configuration both reader and the controller will see the text correctly.



## Wireless Remote Control

Teleprompt+ has the capability to be remotely controlled, as well as control another device, using the following wireless devices:

- **iPhone, iPod touch, or an iPad** - An iOS device that has 802.11 wireless networking support can be used to remotely control Teleprompt+.
- **Macintosh** - A desktop or laptop computer running Teleprompt+ for Mac can also be used to remotely control another desktop running Teleprompt+ over a local 802.11 wireless network.

When using an iOS device, you must run one of the following apps on the device:

[Teleprompt+ for iPad](#) or [Teleprompt+ for iPhone](#) (full paid version)

[Teleprompt+ Remote](#) (free iPhone app)

## Version Compatibility

New versions of Teleprompt+ are normally not compatible with older versions of Teleprompt+ for remote control purposes. This is because we often rework remote control functionality in our updates. In order for the remote to work, both the prompting device and the remote control have to communicate in the same language. For this reason it is imperative to have the latest versions of the apps on both devices.

For the greatest reliability, please ensure that you are running the *most recent* version of Teleprompt+ on all devices. We recommend always keeping your app versions current. To do this, run the App Store app on all devices and computers and click the “Updates” button at the bottom of the screen. If Teleprompt+ or Teleprompt+ Remote appears in the list of updated apps, click *Install* to download and install the update. If Teleprompt+ does not appear in this list on either device, your apps should be up to date and compatible.

## Wireless Network Setup

Once you have *Teleprompt+ for Mac* installed on a machine, and either *Teleprompt+* or *Teleprompt+ Remote* installed on the remote control device, first ensure that WiFi is enabled on both devices:

1. Make sure both the Mac and the remote controlling device are on the same WiFi network. Please refer to the user guide for iOS for instructions on how to enable WiFi on those devices.

## ***Remote Control Setup***

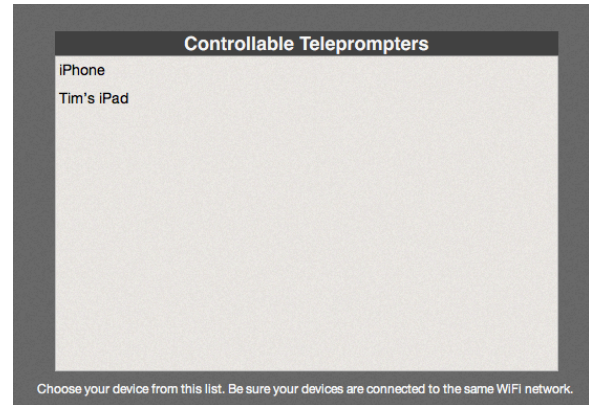
Once you have enabled wireless networking on your devices, you are now ready to setup Teleprompt+ for remote control.

1. Launch Teleprompt+ on your computer.
2. Launch the remote software on the remote device:
  - If you are running the *full version of Teleprompt+* on the remote device, launch the app and then click the **Remote** button at the top left in *Editing Mode* to access the device list.
  - If you are using [\*Teleprompt+ Remote\*](#), simply launch the app.
  - If you are using *Teleprompt+ for Mac*, click the button labeled *Remote* in the lower left hand side of the toolbar.
3. Choose your network connection. Teleprompt+ will prompt you and ask which type of connection you prefer to use. To control the teleprompter running on a desktop you will always have to choose *Online* which corresponds to WiFi.

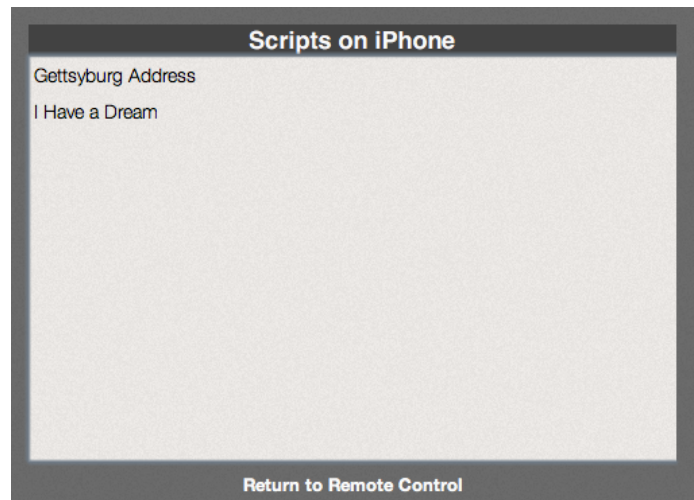
**Note:** bluetooth communication is not available for the Mac version at this time.

**Note:** If you use Teleprompt+ for Mac to control another Mac it will not display this prompt.

4. Choose a device to control. The *Device List* will appear. If your devices are able to pair, or the devices are set up on the same wireless network correctly, you should see the name of the prompting device in this list. Click the device name to initiate a remote control request.



5. On the prompting device, you will be prompted with a *remote control request*. Click Yes to allow remote control.
6. If the prompter is not already in prompting mode you will automatically be shown the list of scripts on the prompting device. Otherwise if you need to switch the currently running script from the remote just click the **Remote Scripts** button at the top of the screen. A list of scripts on the prompting device will appear. Click the name of the script that you want to control. The prompting device will begin to run the script using the settings that are defined on that device. You are now remotely controlling the script.



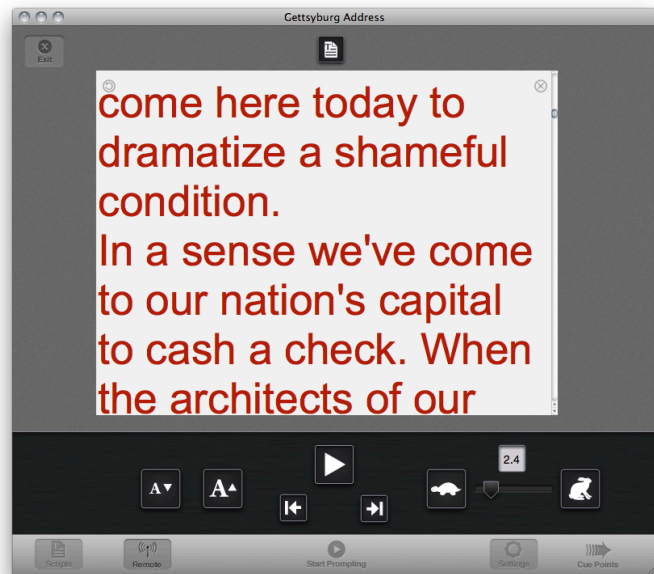
## ***Live Remote Control***

### ***Text Preview***

Once a connection is established and prompting is initiated, Teleprompt+ has the ability to preview the text on the remote device during prompting. The app makes every effort to keep the text in sync between the devices. This allows two-person prompting sessions where the controller does not need to be able to see the prompting screen that the reader is viewing. During prompting in a remote control session, the prompter and the remote will exhibit the following appearance behaviors:

**Prompter** - On the prompting device, the text will appear and behave as specified in the script's settings. Use the remote to modify some of these settings live during prompting.

**Remote** - On the remote device, Teleprompt+ will also display the text from the script and scroll it at the speed that is configured in the scripts settings. The text will appear on the remote with the same font and colors as on the prompting device. The size of the text will depend on your remote setup. *The remote will always try to mimic the exact appearance of the prompting device.* This is to ensure that the text alignment and spacing is consistent and synchronized on both devices. The remote may scale its view if the size of the displays do not match, for example:

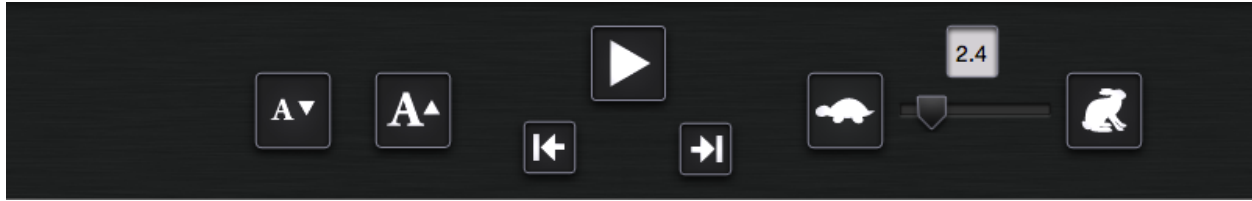


- If the remote's screen and the prompting screen are the same size (such as Mac-to-Mac, same display resolutions), the text should appear pretty much identical, because there is no need to scale.
- If the remote's screen is different from the prompter (Mac-to-iPad, or different iOS device rotation), the remote will scale its text view to match the prompting device's view size. This may have the effect of making the text appear stretched or squished on the remote screen. However, the text should stay in sync with what is currently on the prompter. (Without this scaling, the text size would not fit on the remote screen, and the text preview on the remote would quickly fall out of sync with the prompting device.)

### **Controlling Playback Behavior**

During a remote prompting session the following settings can be altered in real time.

**Scroll Position** - To scroll the text forward or backward, use either the scroll bar, a scroll wheel on your mouse or a two finger swipe up or down on a trackpad. The prompter will advance or reverse its position in sync.



Use the console on the remote to control the following:

**Pause/Play** - Click the pause/play button on the remote to stop and start playback.

**Speed** - Click the speed up/down buttons to control scrolling speed.

**Cue Points** - Click the advance or reverse cue point buttons to cue the script to pre-defined cue points in the script.

**Font Size** - Use the font size buttons to change the text size on both devices in real time.

**Reset and Exit** - Click the *Reset* button at the top left of the remote screen to restart the script on both devices. Click *Exit* to stop the script and exit remote control.

## Audio and Video Recording

Teleprompt+ can capture audio through any standard audio capture device such as the built in microphone or any 3rd party microphone that is attached and configured on your Mac. Video can also be captured on computers that have a camera such as a built-in FaceTime camera or standard digital video camera.

### Audio Recording

If your computer has a microphone, while prompting you will see a record button in the console. Tap this button to record an audio take. When audio is being recorded the record button will have a yellow glow. You can stop and start recording as many times as you like, as long as your computer has space for the audio files.



Audio files are stored on your computer at : <User Name>/Music/Teleprompt+/

They also can be reviewed through the app in the recordings panel, explained below (see *Browsing and Reviewing Recordings*).

### Video Recording

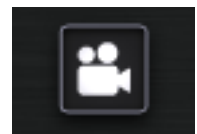
If your Mac is equipped with a video camera such as a built-in FaceTime camera or other digital video camera then you can capture video directly into Teleprompt+. The app uses the current default camera that is set up for your computer.

Teleprompt+ allows 3 different video recording modes: high (HD 1280 x 720), medium (640 x 480) and low (320 x 240) quality. The quality can be set in the preferences window of the app, which is explained in the Preferences section above. *Note: high-quality recordings can consume a large amount of space on your computer for only a few minutes of video, so please ensure you have adequate disk space.*

Video files are stored on your computer at : <Your User Name>/Movies/Teleprompt+/

Videos also can be reviewed and/or deleted through the app in the recordings panel, explained below (see *Browsing and Reviewing Recordings*).

While prompting, the **Video** button will appear like a camera on the console. click the video button to open the video recording preview window. This window can be moved to any position on the screen and resized by clicking and dragging the lower right corner. Place the preview window outside of the area from which you will be reading for best results.



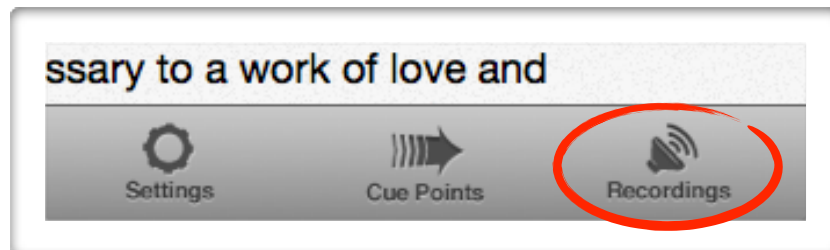


To begin recording, click the **Video Record** button. The button will glow bright red. To stop, click the button again. Multiple takes can be recorded by stopping and starting recording.

All videos recorded with Teleprompt+ are compressed with standard H.264 video compression and can be easily imported into most video editing packages for further refinement and publishing.

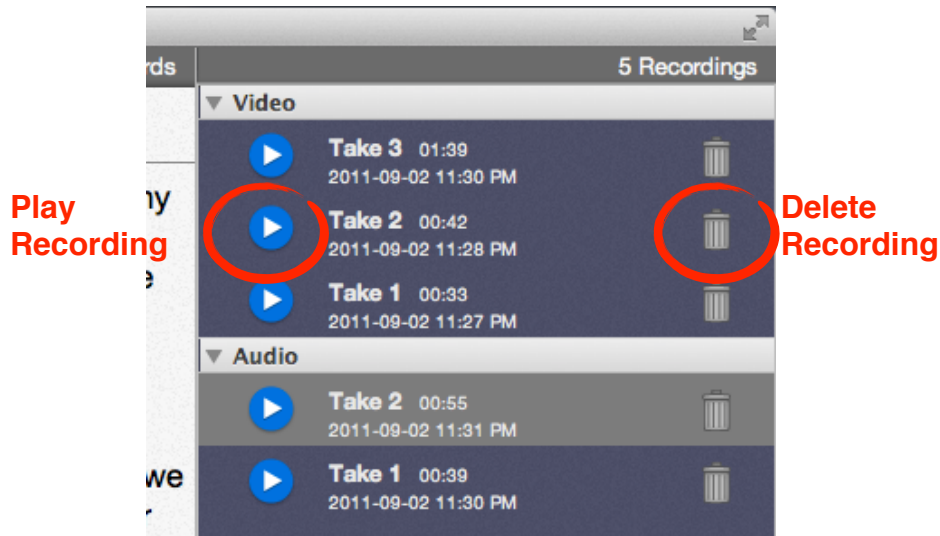
## ***Browsing and Reviewing Recordings***

To review your recordings (both audio and video), exit prompting mode and return to editing mode. On the bottom right side of the toolbar is a Recordings button. Click this button to review a list of your recordings.



In this view you can play back your recordings. Click the play button next to each recording in the list to play back the recording.





To remove a take, simply click the trash can to the right of the take. Please note that deleting a recording is permanent and cannot be undone.

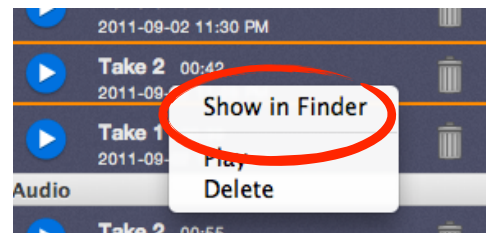
You can also right click on each take and choose *Play* or *Delete* from the pop up menu.

### ***Locating the Recording Files***

Audio recordings are stored in your user account Music folder which is found at <User Name>/Music/Teleprompt+.

Video recordings can be found in your Movies folder under <User Name>/Movies/Teleprompt+.

A quick way of finding your recordings is to control-click (or right-click) on the take in the recordings panel and choose *Show in Finder*. This will open a Finder window to the location of the file and automatically select the file.



**Note:** Moving or deleting recordings from these folders will also cause the recording to be removed from Teleprompt+ the next time it runs or the script is updated.